














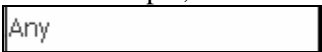









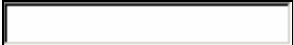

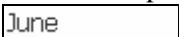







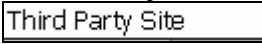






External Applicant

Step	Action
1.	Begin by navigating to the Montgomery County External Applicant iRecruitment Home page.
2.	Click the Conduct an Advanced Search link. 
3.	To view all open vacancies in Montgomery County select the first Job Category in the list while holding down the Shift key and scroll down to the last listed Job Category and select the last item in the list.
4.	Select the desired Job Category . In this example, click the General Professional list item. 
5.	Click the Search button to execute the search. 
6.	Note: The results of the search are displayed under the Select Jobs section.
7.	Select the desired Name to review the details of the vacancy. In this example, click the IRC123 link. 
8.	Details of the job are displayed. Click the Vertical scrollbar to review the details of the selected vacancy.
9.	Click the Apply Now button to apply to the selected vacancy. 
10.	Note: If you have not previously registered as a Montgomery County applicant, you must do so before you apply to a job through the iRecruitment site.
11.	Click the Register link to begin registering as an applicant. 
12.	Click in the Email field. 
13.	Enter the desired information into the Email field. In this example, enter a valid value e.g. " wvkendall@hotmail.com ".
14.	Click in the Family Name field. 

Step	Action
15.	Enter the your last name into the Family Name field. In this example, enter a valid value e.g. " Applicant ".
16.	Click in the First Name field. 
17.	Enter the desired information into the First Name field. In this example, enter a valid value e.g. " Appl1 ".
18.	Click in the Password field. 
19.	Enter the desired information into the Password field. In this example, enter a valid value e.g. " st2010 ".
20.	Click in the Confirm Password field. 
21.	Enter the same password into the Confirm Password field. In this example, enter a valid value e.g. " st2010 ".
22.	Click the Submit button at the top of the page to continue your registration. 
23.	Click the Browse button to upload your resume. 
24.	Select the desired document to upload. In this example, click the bboop Resume.doc list item. 
25.	Click the Open button. 
26.	Click the Continue button to at the top of the page to attach the file. 
27.	Use the Confirmation page to confirm that your resume has successfully been added to your account.
28.	Click the Source drop-down menu. 
29.	Select the desired Referral Source list item. In this example, click the Third Party Site list item. 

Step	Action
30.	Click in the Address Line1 field. 
31.	Enter the desired information into the Address Line1 field. In this example, enter a valid value e.g. " 2536 Timber Lane ".
32.	Click in the City field. 
33.	Enter the desired information into the City field. In this example, enter a valid value e.g. " Silver Springs ".
34.	Click in the State field. 
35.	Enter the desired information into the State field. In this example, enter a valid value e.g. " MD ".
36.	Click the Vertical scrollbar to navigate to the bottom of the page.
37.	Click in the Zip Code field. 
38.	Enter the desired information into the Zip Code field. In this example, enter a valid value e.g. " 20841 ".
39.	Click in the Home Phone Number field. 
40.	Enter the desired information into the Home Phone Number field. In this example, enter a valid value e.g. " 301-555-2536 ".
41.	Click the Home Times to Call drop-down menu. 
42.	Select the desired Times to Call list item. In this example, click the Any list item. 
43.	Click in the Mobile field. 
44.	Enter the desired information into the Mobile field. In this example, enter a valid value e.g. " 240-555-2536 ".
45.	Click the Mobile Times to Call drop-down menu. 

Step	Action
46.	Select the desired Times to Call list item. In this example, click the Any list item. 
47.	Click the Vertical scrollbar to navigate to the bottom of the page.
48.	Click the Next button to navigate to the next page. 
49.	Click the Add Another Establishment button to add your Education Qualifications . 
50.	Click in the College or University field. 
51.	Enter the desired information into the College or University field. In this example, enter a valid value e.g. " Bowie State ".
52.	Click in the Location field. 
53.	Enter the desired information into the Location field. In this example, enter a valid value e.g. " Baltimore Campus ".
54.	Click the Degree drop-down menu. 
55.	Select the desired Degree list item. In this example, click the Bachelor Degree list item. 
56.	Click in the Major Subject field. 
57.	Enter the desired information into the Major Subject field. In this example, enter a valid value e.g. " Computer and Information Systems ".
58.	Click the Date Received drop-down list. 
59.	Select the desired Date Received list item. In this example, click the June list item. 
60.	Click the Date Year drop-down menu next to Date Received month. 

Step	Action
61.	Select the desired Year list item. In this example, click the 1995 list item. 
62.	Click the Vertical scrollbar to navigate to the bottom of the page.
63.	Click the Next button at the bottom of the page to navigate to the next page. 
64.	Click the Next button to navigate to the next page. 
65.	Click the Posting Source drop-down menu. 
66.	Select the desired Posting Source list item. In this example, click the Third Party Site list item. 
67.	Note: You are not required to disclose your Ethnic Group .
68.	To withhold your Ethnicity , click the I do not want to disclose my EEO information option. 
69.	Click the Disabled drop-down menu. 
70.	Select the desired Disabled list item. In this example, click the No list item. 
71.	Click the Next button at the bottom of the page to continue. 
72.	Click the Vertical scrollbar to review your application.
73.	Click the Finish button to submit the application. 
74.	Use Confirmation page to confirm that you have successfully submitted your application.
75.	Click the Home tab to also return to the iRecruitment Home page. 
76.	You have successfully completed External Applicant . End of Procedure.